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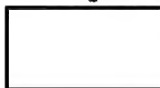
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Director of Logistics



Jack:

Attached is a rough draft of my memorandum to all Agency office heads on space control. Please review and make any changes you deem appropriate. After your comments I will clear it with the Executive Director. I would like to make the last paragraph stronger in requiring notification of requests. Please do what you can.



R. L. Bannerman
8 JUL 1970

Deputy Director for Support



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DD/S:RLB:maq (8 Jul 70)

Distribution:

Orig - D/L w/ccy Draft Memo, subj: Space

1 - DD/S Subject w/O Draft Memo

1 - DD/S Chrono

Memorandum - ^{not}
to Jack Blake

Jack:

Attached is a rough draft of my memo to all office heads on space control. Please review & make any changes you deem appropriate. After your comments I will clear it with EX-Dir.

I would like to make the last para stronger in requiring notification of requests - Please do what you can.



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DRAFT:DD/S:RLB:llc (7 July 1970)

MEMORANDUM FOR: *Agency*
(Office Heads)

SUBJECT : Space

1. The Director has reiterated the policy that there will be no increase in the space occupied by the Agency in the Metropolitan Washington Area and every effort shall be made to reduce Agency space holdings in this area to the maximum extent possible. Approvals of expanded programs or creation of new programs will be predicated on their adherence to the space policy requirements. The DD/S has been charged with the responsibility for ensuring compliance with that policy. In meeting with that responsibility the DD/S must have the cooperation of every component in the Agency.

2. Expansion of existing programs and the creation of new programs almost inevitably create requirements for additional space or alterations in existing space to house people, equipment, and materials. Some space requirement can be accommodated within our existing space holdings by space adjustments, economies and consolidations. Other programs requiring

[Redacted Box] Joint programs with other departments and

agencies may have to be accommodated within space holdings of the other

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agency. There are certain alternatives to be considered in providing additional space facilities for Agency programs and in order to do so on a planned program basis it is necessary that representatives of the Support Directorate participate in the earliest stages of planning regardless of the sensitivity and compartmentation of any projected activity.

3. Plans and proposals for new or expanded space occupancy should include consideration of the following space alternatives:

a. Can the space requirement be accommodated within the existing space allocation of the requesting component,

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b. If the new requirement is a joint undertaking with another department or agency can the space requirement be located within the space facilities of the other department or

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c. If a new space requirement is of utmost priority and sensitivity and must be located in the Headquarters Building or one of the Agency buildings in the Metropolitan area what elements of the requesting component can be eliminated or

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4. The Logistics Services Division, Office of Logistics, Room

Headquarters, extension will serve as the contact point

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for all space requirements, immediate or projected.

R. L. Bannerman
Deputy Director
for Support

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